



**City of Belmont**  
***Belmont Community Learning Center***  
***Parent/Guardian Handbook***

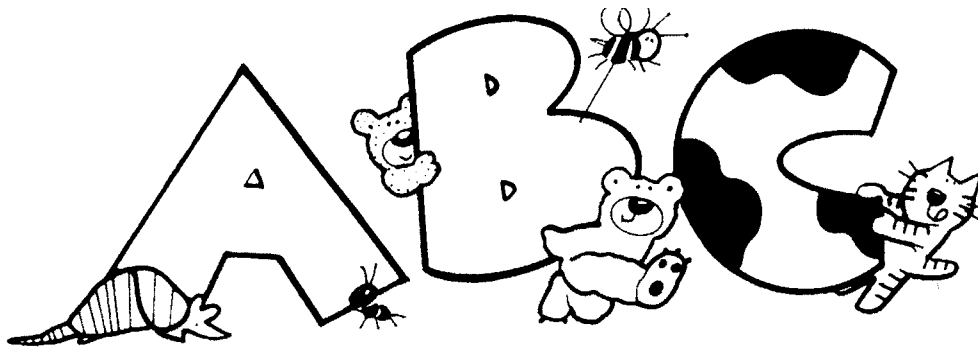


**Serving Peninsula Families Since 1982**

**Belmont Parks and Recreation Department**  
**Belmont Community Learning Center**  
**1835 Belburn Drive**  
**Belmont, CA 94002**  
**Located at Barrett Community Center**  
**Director: Linda Steenman**  
**(650) 595-7448**

[www.belmont.gov](http://www.belmont.gov) email [lsteenman@belmont.gov](mailto:lsteenman@belmont.gov)

The Belmont Community Learning Center, a State Licensed Preschool Center, is play based and has been designed to encourage the development of creativity in your child and to promote a happy learning and growing experience. Each child will be stimulated by a caring environment, which will contribute to the development of the whole child. Children will participate in activities designed to meet their individual needs, interests, and abilities. These activities will focus on all areas of development – social, emotional, cognitive, and physical.



#### LOCATION

Belmont Community Learning Center  
1835 Belburn Drive, Rooms 5, 8 and 9  
Barrett Community Center  
Belmont, CA 94002

License # 410509243  
Tax ID #94-6000296

#### HOURS OF OPERATION

The Belmont Community Learning Center is open from 8:00 a.m. to 5:00 p.m. Monday through Friday, all year except Holidays.

#### HOLIDAYS

New Year's Day  
Martin Luther King Jr. Day  
Presidents' Day  
Staff Development Day  
Memorial Day  
Independence Day

Labor Day  
Indigenous Peoples' Day  
Veterans Day  
Thanksgiving Holiday (Wednesday-Friday)  
Holiday Closure-Two Weeks in December

### ENROLLMENT

Enrollment shall be granted without discrimination in regards to sex, race, color, creed, or political belief. The program is open to any child who is in good general health, provided the school can meet the needs of the child. Children must be between the ages of two and six years old. Belmont residents have priority on the wait list.

The Belmont Community Learning Center cannot guarantee that space will be available to children who have withdrawn from the Center and wish to re-enroll.

### ARRIVAL AND DEPARTURE

Always accompany your child when entering or leaving the school. Children must be signed in and out daily. Please be sure a staff member is aware of your child's arrival and departure. Only persons authorized to pick up the child from the facility will be allowed to sign child out. Unfamiliar persons picking up a child must present identification to a Belmont Community Learning Center staff member.

### PARENTAL RESPONSIBILITIES

It is very important that all parents/guardians fill out the following forms before each child enters school:

Emergency Information	Parent's Report
Parent/Guardian Agreement	Physician's Report
Parent's Rights	Personal Rights
Permission to Photograph	Consent for Medical Treatment

### CHILDREN'S RECORDS

Please help us keep your child's immunization records current. If your child has received immunizations since enrollment at the Belmont Community Learning Center, please bring your child's updated Immunization Record to school. Please let us know if you need to update your phone number, address, and/or authorized pick up list. It is important that all files are kept current. Please also be aware that representatives from Community Care Licensing have a right to interview children and review their records.

### BCLC SHUTTERFLY GROUP

In an effort to reduce the amount of paper used for school communications, avoid having to carry your child's communications home, and to be able to keep the information on your computer for easy reference, the Belmont Community Learning Center has a Shutterfly Share Site group. Each family must sign up for the BCLC Shutterfly Share Site Group.

## DISCIPLINE POLICIES AND PROCEDURES

An essential part of the preschool experience is helping children learn how to get along with other children as well as following the directions of an adult other than the parent/guardian. The staff will focus on the positive behaviors of the children and reinforce those behaviors as often as possible.

Disruptive Behavior which distracts from the full benefit of the preschool program will result in negative consequences. The following behaviors are considered disruptive:

- Inflicts physical or emotional harm on other children, staff, or self
- Disrespects people and materials provided in the program
- Disobeys the rules
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention from the children

Our discipline policy will consist of the following strategies:

- Encourage children to use their words when having a disagreement with another child.
- Staff will facilitate children in their attempts to settle their own disputes.
- Redirecting behavior.
- Separating a child from the group.
- Counseling children individually about their behaviors.
- Informing parents/guardians verbally of an incident the same day the incident occurred.
- Disruptive behavior will be addressed in an incident report. This will be completed to document inappropriate behaviors that directly impact other children, staff, or the group as a whole. This report will be shared with the parent/guardian and will explain the behavior and how it affected others. These incident reports will be in the child's folder at pick up. The incident report should be signed by the parent/guardian and returned the next school day and placed in the child's file. In an extreme situation, the child must be picked up within **thirty minutes** and a conference with the parent/guardian will be required.
- Corporal punishment is not allowed by the staff including spanking, hitting, slapping, pinching, shaking, and the denial of food. The child will be restrained by staff if there is a safety risk. No child shall be subjected to abuse, neglect, humiliation, or verbal abuse.

Although our staff will make every effort to work with your child, we reserve the right to remove a student at any time, should the child be a risk to self/others or repeatedly interfere with other children's learning experience. Also, if we feel the program is not meeting the needs of the child or the child is not fitting into the group we will notify the parent/guardian.

If the behavior does not improve within sixty days, we reserve the right to give the parent/guardian a two week notice of termination of services.

### ILLNESS

We strive to maintain a happy and healthy environment; thus parents/guardians must not bring ill children to school. Children who become ill at school will be sent home, and parents/guardians will be contacted to pick up their child immediately. No discount will be made for absences, unless they are due to prolonged illness of two or more consecutive weeks. In this event, ½ price of the period missed will be charged. Please notify the school when your child is absent. Credits or substitutions are also not granted for missed days due to illness or absence. The Belmont Community Learning Center cannot guarantee to hold a space for children who missed two or more consecutive weeks of school unless half of the tuition rate during the absence is paid.

Symptoms for which a child should be kept home from school:

- Headaches
- Fever more than 100.4 degrees and child must be kept out of school for 24 hours after the fever breaks before returning.
- Excessive runny nose and eyes
- Coughing: a wet, wheezy cough with mucus secretion
- Stomach ache
- Earache
- Vomiting: Child must be kept out of the center for 24 hours after vomiting stops before returning.
- Diarrhea: Child must be kept out of the center for 24 hours after diarrhea stops before returning
- Skin rashes (until definite diagnosis by a doctor)

### HEAD LICE

Head lice are yellowish-white insects that are about the size of a sesame seed. They spread through head-to-head contact. An itchy scalp is the most common symptom of head lice. Treatment requires using an Over-the-Counter or prescription medication and removal of all nits (eggs) from the hair. Parents/guardians please let us know if your child has head lice. When we discover a child has head lice, the school will send out an exposure notice for head lice by email to the families. The school will check all the children's heads daily and continue checking the children's heads until all the children are cleared of lice and nits. A child may not return to school unless all lice and nits have been removed from the child's hair. Staff will check returning children and send the children home if any nits are found. The nits fix on the hair and do not flake off like dandruff.

### POTTY TRAINING

Although toilet training is not required for the children, parents/guardians do need to supply their own diapers and wipes at the Center. Should your child deplete his/her diaper supply a fee of one dollar per diaper will be charged for each “school diaper” used to change your child. \*There is an extra diaper changing fee per month.

### PAYMENTS

Please review the enclosed Belmont Community Learning Center Schedule of Fees for a listing of Preschool Program Classification and their respective costs.

The Belmont Community Learning Center does not bill. Tuition is payable in advance prior to the first day of that month. Payments must be made online by credit card at

[www.belmont.gov](http://www.belmont.gov), ‘Register for Activities’.

Fees are non-refundable. Late payments may result in your child’s exclusion from the program.

In the event of change in tuition rates, parents/guardians will receive a 30-day written notice.

### ADDITIONAL FEES

- An Annual Enrollment Fee for your child
- There is an overtime charge for children picked up after 5:00 p.m. The time after 5:00pm is billed at one dollar per minute.
- Checks returned to the school as a result of a client’s insufficient funds would result in a \$25.00 service charge. Reimbursement for a “bounced check” must be made in the form of cash, cashier’s check or money order.

### DISCOUNT

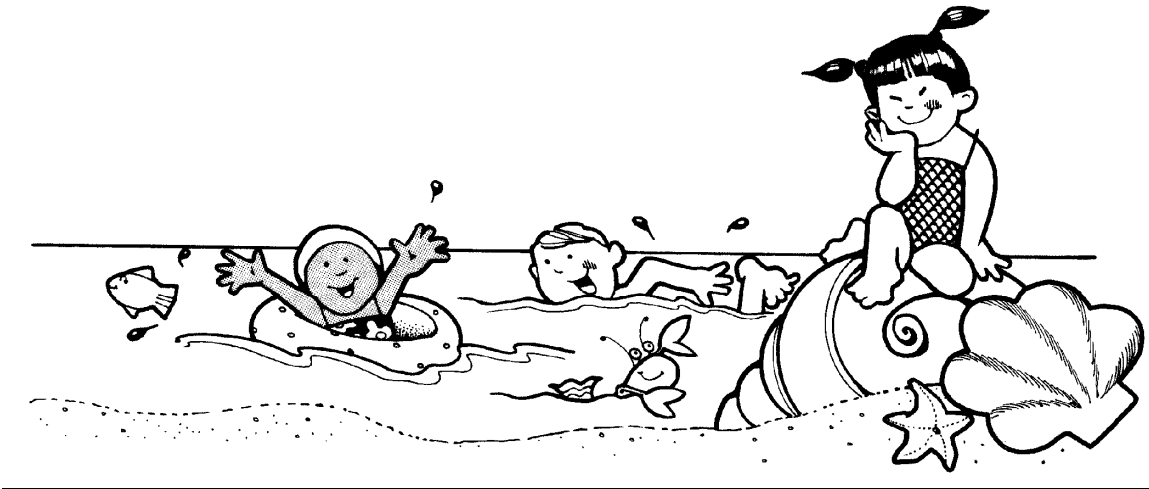
A 5% discount on your total monthly tuition is available to families with two or more children enrolled in the Belmont Community Learning Center.

### TERMINATION

The Belmont Community Learning Center reserves the right to terminate a child from the program. In such an event, parent(s) would be consulted and given a minimum two-week notice of termination. Reasons for termination can include adjusting difficulty and disruptive/discipline problem. In an extreme circumstance a notice of less than two weeks may be given to terminate care.

### WITHDRAWAL

A written notice of withdrawal shall be made thirty days prior to termination of enrollment and must be given no later than the first of the month. Please state the reason for withdrawal in your termination notice. Parents/guardians that withdraw their child with less than thirty days’ notice shall be responsible for the thirty days’ payment, from date of notice, whether or not the child attends the center during this time.



### NUTRITION

We provide two nutritious snacks for the children. One snack is served in the morning and the other snack in the afternoon. All snacks are accompanied with milk or water. The Belmont Community Learning Center encourages and appreciates families to donate snack items. These donations are simply a request and not a requirement.

Children should bring their own lunch to school in their lunchbox.

Please limit the number of sweets packed in your child's lunch. Lunches with little or no sugar are preferred. We can warm lunch items for your child in our microwave. Items that need to be warmed should be in a microwave safe container. Please include a drink daily and a fork or spoon if needed.

Please notify a Belmont Community Learning Center staff member if your child has any allergies or extreme food dislikes. Also, please do not send your child to school with gum, cough drops or any hard candy.

### MEDICATION

Our medicine form must be filled out when you send medication to school or we will not administer it. **ONLY** prescription medicine can be administered. Please bring the medicine to school in the original prescription container.

### LUNCH PROGRAM

The Center offers a lunch program one day per week at an additional cost of \$20.00 per month to be paid in **cash**. Parents/guardians will receive the menu at the beginning of each month.

### PERSONAL TOYS

Children should not bring toys from home to play with at school, as they can be easily lost. We are not responsible for lost items. We do, however, have “Show and Tell” days every Monday and Tuesday. Your child may bring an item from home for “Show and Tell” time.

### COAT ROOM

Please remember to check the coatroom periodically for forgotten coats, sweaters, etc. Please remember to label your child’s belongings for easy identification.

### CLOTHING

When your child dresses daily for school, consider the following:

- Your child’s comfort
- Messy art projects
- Freedom of movement on the playground
- Weather conditions

Please bring an extra set of clothes for your child that has been labeled with your child’s name.

### NAPTIME

Naptime for the children is 1:00 p.m. to 3:00 p.m. The children will be asked to rest for one hour (1:00pm-2:00pm). If your child is asleep, we will wake your child up at 3:00pm when the nap period is over. If after the one hour rest period your child is still awake, your child can either continue resting or receive books, puzzles, or coloring to do in the nap room. If your child is napping at the school, please bring a blanket for him/her and label your child’s bedding. Also, please take your child’s bedding home each Friday to launder, and return it to school the following Monday. The Center provides both the mat and sheet for naptime.

### BIRTHDAYS

We celebrate birthdays during the snack period. Parents/guardians are welcome to bring in **mini cupcakes** or an alternative healthy snack. Parents/guardians may also wish to leave us with your camera so that we can take pictures for you.





### MUSIC CLASS

Music Class is held two Tuesdays per month at an additional cost of \$24.00 monthly. Since 2004 Ella Bazarsky has been our music instructor. She enjoys sharing the magic of music with the children and believes that everyone can be successful in music.

### SPECIAL EVENTS

The Belmont Community Learning Center offers several annual special events to the families of the children enrolled in our program. We encourage everyone to attend these fun-filled events. Your child will receive notification of these special events two weeks prior to the scheduled date. These events include:

Back to School Night  
Halloween Party  
Thanksgiving Lunch  
Holiday Party

Valentine's Day Party  
Egg Hunt  
Cinco de Mayo  
Graduation Celebration

### BELMONT COMMUNITY LEARNING CENTER PTO

The Belmont Community Learning Center has a Parent-Teacher Organization that meets the first Tuesday of the month at 6:00pm. The PTO is a way to create a sense of community with our children, provide alternative ways for the parent/guardians to volunteer time and support their child's preschool, help with fundraising efforts, and set up play dates for their children. The PTO allows the parents/guardians to get together in an open forum to communicate about goals and make plans to enrich our children's lives.

### ESCRIP and ONECAUSE

Help us make money while you're spending it on the same things you normally spend your money on.

To register, go to:

[www.eScrip.com](http://www.eScrip.com),

Group Name: Belmont Community Learning Center PTO and Group ID: 500018202

[www.onecause.com](http://www.onecause.com)

Select Belmont Community Learning Center as the school you'd like to have your purchases benefit. Every time you shop online, go to the onecause website, select your merchant, onecause will then direct you to your merchant's website, and simply start shopping. A percentage of every purchase gets deposited into our PTO's account!

### LANGUAGE ENRICHMENT

Belmont Community Learning Center Staff includes Multilingual Enrichment in the curriculum. Basic skills, expressions, greetings, numbers, colors, songs, and dances will be introduced to the children. Languages include Spanish, Hindi, and Tagalog. Learning another language has to be fun!

### ENRICHMENT ACTIVITIES

Cooking Class	Petting Zoo	Sports
Ceramics Workshop	Insect Discovery Lab	Puppet Show

\*If your child is enrolled in a Belmont Parks and Recreation Class located at Barrett Community Center, Belmont Community Learning Center staff can bring and pick up your child from the class. Classes include the Dance Discovery and Ballet classes.

### PARENT-TEACHER CONFERENCES

The Belmont Community Learning Center offers both Fall and Spring Parent-Teacher conferences for the Pre-Kindergarten children evaluating their kindergarten readiness skills.

### FIELD TRIPS

The children in Room 5 and 9 participate in four field trips annually. Field trips included are the Belmont Library and Sunrise Senior Living. All field trips are within walking distance.

### COMPUTER CENTER

Our computer Center includes educational software that correlates with our theme-based teaching. Software lessons encourage early learning skills in pre-reading, science, math and introduction to keyboarding.

### BELMONT SAFE SCHOOLS

The Belmont Community Learning Center is a proud member of "Belmont Safe Schools" a program developed in 1999 as a cooperative effort between the Belmont Police Department and the public and private schools within the City of Belmont. It is designed to facilitate the communication link and disaster preparedness planning with all of the schools in Belmont.

## **COVID-19 PLAN**

COVID-19 preparedness has been incorporated into our Emergency Plan for the BCLC program. Community Care Licensing conducted a tele-visit inspection in June 2020 upon the BCLC reopening for all children.

- Staff has been following COVID-19 safety protocols.
- Enhanced cleaning and sanitation practices
- Temperature and overall wellness checks of teachers and children upon arrival and throughout the day
- Frequent hand washing
- Limiting the number of children per classroom
- Children and teachers stay in the same classroom
- Field trips have been cancelled
- Sign in/sign out is at the door
- Visitors not allowed in the classrooms
- Teachers and children wear face coverings or masks
- Teachers wear gloves when necessary
- Physical distancing guidelines
- Activities have been modified

- If a teacher or student has symptoms of fever and /or respiratory infection the person will be sent home immediately.
- We will separate the ill person from others in an isolation area until the individual goes home.

**Confirmed COVID-19 case within BCLC (staff or student) protocol:**

- Notify families, staff, Community Care Licensing, and local health department of exposure and follow guidelines.
- Communicate with the infected individual to confirm the person is under medical care.
- Take immediate action to sanitize and disinfect the program
- Temporary closure of the BCLC
- Continue to communicate with the families, staff, Community Care Licensing, and the local Health Department to ensure a safe return to school.
- Resume school operations.
- Maintain privacy of health and medical information of individual

**Direct or Close Contact with someone who is confirmed positive for COVID-19:**

- Work with the local Health Department and the Contact Tracing team to confirm the Contact will remain at home and self- quarantine per the county health department guidelines
- Take immediate action to sanitize and disinfect the program area impacted by the Contact
- Consult with the Health Department
- Determine whether cleaning measures can be implemented without temporarily closing the BCLC
- Notify families and staff that a confirmed Contact has been identified.
- Maintain privacy of health and medical information of individual

**Inform the BCLC of Any Exposure to COVID-19:**

- Notify the BCLC if a family member or staff member has been exposed to COVID-19 and quarantine for the recommended time guideline.



<b>BELMONT COMMUNITY LEARNING CENTER CURRICULUM</b>	
Our curriculum introduces the children to pre-reading/reading readiness, math/numbers, science/nature, writing skills, language development, community, fieldtrips, social skills, self-help skills and physical skills.	
Developmental Areas	
Emotional: Self-awareness Self-concept Sense of family Self-care Self-responsibility	Self-control Attention span Completing a task Smooth transitions Delayed gratification
Social: Parallel play Cooperative play Dramatic play Role playing Communication with adults/peers Listening to adults/peers	Cleanliness/health/safety Sense of community Cultural awareness Responsible use of materials Etiquette Sharing/taking turns
Physical: Body awareness Gross motor coordination Fine motor coordination	Eye-hand coordination Eye-foot coordination
Senses: Music appreciation Visual memory Auditory memory Color discrimination	Music involvement Creative expression Tasting and smelling Tactile awareness
Cognitive: Nature appreciation Numbers concepts Spatial concepts Conception of time	Visual discrimination Auditory discrimination Language development Following directions

# BELMONT COMMUNITY LEARNING CENTER

## DAILY SCHEDULE

8:00	Arrival, Quiet Play
8:30-9:00	Circle Time (stories, music, movement)
9:00-9:45	Outside Play
9:45-10:00	Toileting/Hand washing
10:00-10:15	Snack Time
10:15-10:45	Circle Time (show and tell Monday and Tuesday)
10:45-11:15	Art Project and Learning Activities
11:15-11:45	Indoor Play and Computer Time
11:45-12:30	Hand washing/Lunch
12:30-12:45	Story Time
12:45-1:00	Toileting/Hand washing
1:00-3:00	Nap Time
3:00-3:15	Toileting/Hand washing
3:15-3:30	Snack Time
3:30-4:00	Outside Play
4:00-4:15	Cleanup
4:15-4:30	Story Time
4:30-5:00	Afternoon Activity
5:00pm	Closed



## Belmont Community Learning Center



**Serving Peninsula Families Since 1982**

<u>Tuition Rates</u> <u>BELMONT COMMUNITY LEARNING CENTER</u>			
<u>Classification</u>	<u>Ages Served</u>	<u>Resident</u>	<u>Non-Resident</u>
Full Time Program	2.5- 5 yrs. Monday-Friday Between the operation hours of 8:00 a.m. and 5:00 p.m.	\$1,709/ month	\$1,895/ month
Hourly Fee	2.5- 5 yrs. Must be pre-scheduled monthly with hours approved by director.	\$30.00/ hour	\$35.00/ hour
Preschool Program	2.5- 5 yrs. Monday, Wed., Friday 9:00 –12noon	\$724/ month	\$806/ month
Preschool Program	2.5- 5 yrs. Tuesday, Thursday 9:00 -12noon	\$631/ month	\$705/ month
Diaper Changing Fee	(Full Time Student)	\$110/ month	\$121/ month
Annual Enrollment Fee	2.5- 5 yrs.	\$175/ child	\$185/ child

Enrollment fee is payable upon enrollment. The Enrollment Fee is an annual fee. A 5% discount is given to families with two or more children. \*Rates are subject to change.



Belmont Parks and Recreation  
"Enhancing the Quality of Life for the Community"



